**Liberty Hall Historic Site**

Orlando Brown House: Rental Agreement

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (H/C/W): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event (circle all that apply): wedding ceremony wedding reception baby shower

family reunion birthday meeting celebration memorial other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host or Bride & Groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES**

50% Non-refundable Damage deposit: $ 500.00 **Date paid: \_\_\_\_\_\_\_\_**

Rental fee (deposit taken out of this total): $1,500

Bar service fee ($250/$500): $\_\_\_\_\_\_\_

Cost of alcohol: $\_\_\_\_\_\_\_

Furniture Rental: (variable for 65 guests or fewer) $\_\_\_\_\_\_\_

Sales Tax 6% of Total Cost: $\_\_\_\_\_\_\_

**Subtotal**  **\_\_\_\_\_\_\_\_**

**Total Due:**  **\_\_\_\_\_\_\_\_** **Date due\*: \_\_\_\_\_\_\_\_\_**

*\*Balance due 30 days before event*

Date balance paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance received by: \_\_\_\_\_\_\_\_\_\_\_\_ Payment type: \_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I agree to be responsible for and abide by the policies of use of Liberty Hall Historic Site grounds/spaces as stated above and as delineated in the Site Use Rules attached. I understand the deposit paid to hold this reservation is non-refundable. I understand LHHS is not responsible for interruptions, changes, or cancellations as a result of weather or other acts of nature.

Renter Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Use Rules**

*These rules are in effect for any rental of Liberty Hall Historic Site, including the Orlando Brown House and all gardens and grounds on the property, unless otherwise noted by the Executive Director of Liberty Hall Historic Site.*

**Areas Available**

* Orlando Brown House Parlor, Patio, Lawn, & Restroom (wheelchair accessible)

**Capacity**

* 50 people maximum capacity for Orlando Brown House Parlor

**Availability**

* All sites are available Monday-Saturday, 9:00 a.m. - 9:00 p.m.
* LHHS events and activities take priority over the rental of the grounds and facilities. Therefore, some dates will not be available for rentals to outside groups and/or individuals.
* Renters will specify the window of time within which they plan to have their event. Renters who exceed this pre-specified window will be charged an additional $200 per hour.

**General Rules**

* As a National Historic Landmark, Liberty Hall Historic Site is first and foremost a historic site and museum and shall always be treated as such.
* Fixtures and Features within Orlando Brown House may not be moved or altered in any way.
* All indoor decorations must have prior approval to ensure that the historic nature of the home and artifacts are not disturbed, moved, or altered in any way.
* A LHHS staff member or designated volunteer will be present onsite to assist with questions, and to serve as stewards of the site.
* Any unplanned changes must be approved by the staff member at least five (5) business days prior to implementation.
* Fixtures and features in the garden and grounds (chairs, benches, planters, etc.) may not be moved in any way.
* No plant material in the gardens or grounds may be altered, moved, or physically affected by the rental event (I.e., for the purposes of decoration.)
* The throwing of rice, popcorn, and non-natural materials (like confetti) are strictly **prohibited**. For the purposes of weddings; birdseed, real flower petals, and bubbles are allowed.
* All events must be completed, picked up, and off the grounds (except rental materials which may be picked up later at a pre-arranged time) by 9 p.m.
* **Smoking is not permitted** anywhere on the grounds of Liberty Hall Historic Site. Renter is responsible for enforcing this rule with guests.

**Equipment and Supplies**

* LHHS provides no equipment or supplies. Tables, chairs, tents, arches, sound systems, lights, decor, extension cords, etc. must be provided by the renter or a rental company.
* LHHS staff will not be responsible for setup or takedown of any equipment brought onsite.
* All large equipment such as tents must be approved by LHHS staff prior to the arrival and installation of equipment. Staking into the ground is **prohibited**.
* Staff must be present during setup.
* ***For events with guests of 65 or fewer,*** we can accommodate chairs, tables, and tablecloths. Variable pricings from $2-$10 per item rented will be reflected on the final invoice.
* Chairs - $2 per chair
* Tablecloths, square tables, and/or round tables - $5 per item
* Rectangle tables - $10 per table
* High Top Tables - $15 per table
* Bar Supplies, Bartender Fee, Alcohol, KY State 6% Tax, and any other requested items cost will be reflected on the final invoice.

**Entertainment**

* Amplified music (electrical sound systems) is allowed only with prior approval from LHHS staff.
* All amplification must be turned down to the lowest levels at 8 p.m. and completely off at 9 p.m. **There are no exceptions to this rule, as this is a residential area.**
* Fireworks and sparklers are not allowed.

**Photography**

* Use of LHHS Gardens for photographs for the duration of the event is included in rental price.
* Those wishing to use the grounds for engagement or other photographs prior to the rental should contact LHHS staff to determine availability.
* Do not move, disturb, or remove any manmade or natural features of the property for photographs. This includes but is not limited to - benches, chairs, tables, signs, planters, flowers, produce, tools, and safety cones. Cutting or pruning of flowers, shrubs, and trees is **prohibited**.
* Do not walk in or trample any planted beds. Stay on the lawn and brick paths.
* Liberty Hall Historic Site retains usage rights to professional photos taken during the event for marketing purposes. (Photographer will be credited.)

**Food and Beverage Service**

* All food and beverage served must be provided by a licensed caterer.
* Kitchens on LHHS property are not available as catering kitchens. If food needs to be cooked onsite, renter must make mobile arrangements with caterer in order to use outside hook-ups. Food Trucks are allowed if licensing is provided. Staff will instruct where they can park at property.
* Alcoholic beverages may **NOT** be brought onto LHHS property. Liberty Hall Historic Site maintains a liquor license to purchase and serve alcohol. Only Liberty Hall Historic Site may serve alcohol on its property. Renter is responsible for making sure intoxicated persons leaving the event are provided safe and suitable transportation. Any unconsumed products must remain on the property per ABC regulations.

**Clean-Up of Grounds and/or Patio after the Event**

* Renter is responsible for the take down and removal of equipment immediately following the event unless special arrangements have been made with LHHS staff in advance.
* All trash must be removed from the site by the Renter at the end of the event.
* The grounds and patio must be left clean and free of any decoration, debris, or trash.

**Adherence to Contracted Hours and Size of Groups**

* Staying past the contracted time will result in a fee of $200.00 per hour for each additional hour.
* LHHS reserves the right to stop the event with no refund in the event capacity is exceeded, behavior is unruly, or there is damage to the site.

**Liability for Debts Incurred by Renter**

* LHHS is not responsible for any debts, property damage, or personal injuries generated by the Renter in carrying out the event. The Renter shall hold LHHS harmless from any liability to guests or third parties for money owed, personal injuries, or property damage.

By signing this document, the renter acknowledges the policies as written in the Site rules and agrees to be responsible for and abide by the terms within.

Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credit Card Authorization**

Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card Type: \_\_\_\_\_\_\_\_\_ (AmEx not accepted)

Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code: \_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing above, you authorize Liberty Hall Historic Site authorization to charge your credit card for any incidental or additional charges not covered in this agreement. Examples of these charges include rental period overages, bar service charges, etc.